



MINUTES OF THE FINANCE COMMITTEE MEETING

held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
on Monday 11th February 2019 at 7.00pm

PRESENT:

Chairman Cllr R Hendy
Councillors D J Bryan, M Gregory and Mrs V Sullivan

IN ATTENDANCE

Cllr P Penhaligan

OFFICERS

Town Clerk - Mrs Anne Frith

63.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs J Dingle, C Rose and A Toms.	
64.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
65.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> There were no declarations made.	
66.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 4th DECEMBER 2018</u> Cllr Hendy proposed that the Minutes of the Meeting of 4 th December 2018 be approved, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the 4 th December 2018.	
67.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 4th DECEMBER 2018</u> There were no matters raised.	
68.	<u>TO REVIEW THE PROFIT/LOSS AND CULMULATIVE BUDGET UP TO DECEMBER 2018</u> The Profit and Loss and Cumulative Budget were discussed and there were no matters raised.	
69.	<u>TO REVIEW THE INTERIM AUDIT REPORT</u> This matter was deferred to the next meeting.	
70.	<u>TO AUTHORISE DEVOLUTION SPEND FOR HR ADVICE</u> Cllr Hendy informed that we have received an email from Abigail Michael informing us that we only have 11 hours left from the Cornwall Council pot and he asked if we would wish to continue with the advice and support when the 11 hours has been used up. The Committee discussed this matter and Cllr Gregory proposed that we continue for another month, seconded by Cllr Hendy it	

	<p>was: <u>RESOLVED</u> Unanimously to approve the above proposal. The Clerk was asked to ask Abigail for an estimate of the hours that will be needed and her hourly rate.</p>	
71.	<p><u>TO DISCUSS HR ADVICE FOR STAFF</u> The Clerk asked for permission for the Staff to use the services of Sevier, currently contracted by the Council, should they need to. The Council are not currently using Sevier for the HR issues around Devolution and restructuring. Cllr Gregory proposed that the Staff be allowed to use the services of Sevier, seconded by Cllr Gregory it was: <u>RESOLVED</u> Unanimously to approve the above proposal.</p>	
72.	<p><u>TO REVIEW THE ACCOUNTING PACKAGE CURRENTLY USED.</u> Cllr Hendy explained that a change of accounting package to a Council specific package had been recommended by the Internal Auditor in last year's report. The Committee discussed various options and agreed that it should be a cloud based package. Cllr Gregory proposed that three quotes are obtained for a cloud based accountancy package, seconded by Cllr Mrs Sullivan it was: <u>RESOLVED</u> Unanimously to obtain three quotes as proposed. The Clerk was asked to telephone Falmouth and St Austell Town Council's for their view and costs and email the outcome to Members for the Full Council meeting on 18th February.</p>	Clerk to action
73.	<p><u>TO REVIEW AND RESOLVE REQUESTS FOR FINANCIAL ASSISTANCE</u> <u>.1 Luggar Association</u> A letter had been received requesting that Looe Town Council provide 60 plaques for the Luggar Regatta boats for this year's event. Cllr Gregory proposed that we donate the plaques requested, seconded by Cllr Hendy it was: <u>RESOLVED</u> Unanimously to provide the plaques for this year's Luggar Regatta. <u>.2 4th Looe Rainbows</u> Cllr Gregory declared an interest in this matter. An application had been received requesting £150 towards the cost of setting this organisation up. The Committee discussed this request and considered it to be low, Cllr Bryan proposed that we donate the £150 as requested and ask them to reapply if needed, seconded by Cllr Mrs Sullivan it was: <u>RESOLVED</u> With a vote of 3/1 abstention to approve the above proposal. <u>.3 Cllr Penhaligan</u> Cllr Penhaligan has requested that the original amount of £500 budget for setting up a Youth Council as agreed at Full Council be increased to £1000. The Committee discussed this request and agreed that as the budget for 2019/2020 has already been set the Youth Council budget cannot be increased, however, if Cllr Penhaligan requires funds over and above the agreed £500 he can request this from this Committee and the budget will be reviewed in six months.</p>	

74.	<p><u>PROCEDURES</u></p> <p><u>.1 Policies and Staff Handbook</u> The Clerk informed that all Policies and the Staff Handbook need reviewing to comply with the Cornwall Council Policies as required for Devolution. Cllr Mrs Sullivan agreed to take this task on and include the GDPR requirements.</p> <p><u>.2 To Review Risk Assessment of July 2018</u> The Committee reviewed the Risk Assessment carried out by Cllr Mrs Sullivan in July 2018 and agreed that there are no actions to take. Cllr Hendy stated that, in the future and following Devolution, the Amenities Manager will be responsible for all Risk Assessments with the help of a Councillor if needed. Cllr Hendy agreed to review the Financial Risk Assessment.</p>	<p>LK to be informed</p> <p>RH to do</p>
75.	<p><u>CORRESPONDENCE</u> No correspondence had been received.</p>	
76.	<p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u> There had been no matters referred.</p>	
77.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Authorised Contractors.</u> The Clerk informed that there had been some confusion with the Devolution Property Working Group which had now been resolved but Tenders will need to go out shortly for building contracts for restructuring the internal areas of the Library. The Committee agreed that any Tenders for work costing more than £2000 needs to go out to Tender which should be issued and dealt with by the office. With regard to the Authorised Contractor list, this will be discussed at the T & A Committee meeting once the Tender period is closed.</p> <p><u>.2 Bank Signatories</u> Cllr Hendy raised the issue of internet banking payment authorisation as at the moment there are only two Councillors able to do this. Cllr Bryan has received his login details and agreed to come into the office to learn how to authorise internet payments. It was also noted that Cllr Welch needs to be removed from the authorised signatory as he has now resigned and a replacement is required. Cllr Mrs Sullivan agreed to do this and the Clerk was asked to make the necessary arrangements.</p> <p>The Meeting closed at 8.20pm</p>	<p>Clerk to action</p>

Signed

Date